

FARMERS  BRANCH

PLATTING GUIDELINE

I. Prior To Platting

Site Plan/Development Plan

If a Site Plan is required, it must be approved by staff or by City Council before platting. Site Plans are processed by the Planning and Zoning Department. If zoning requires no Site Plan, a Development Plan and/or Plat is required. If there is no new development, an “existing conditions” plan may be required. Contact the Public Works Department for a determination if a Development Plan or a Plat will be required. *Planning and Zoning Department coordinates Site Plan.*

A development plan must be prepared by a registered professional land surveyor showing:

- 1) Existing and proposed building, structure, or improvement or proposed modification to the external configuration of a building, structure, or improvement.
- 2) Existing and proposed drainage patterns.
- 3) Each easement and right-of-way within or abutting the boundary of the surveyed property. Show existing and proposed.
- 4) The dimensions of each street, sidewalk, alley, square, park, or other part of the property intended to be dedicated to public use or for the use of purchasers or owners of lots fronting on or adjacent to the street, sidewalk, alley, square, park, or other part. Sidewalks are required. (EXCEPT: Hutton, Hutton Court, Benchmark, Diplomat and Delegate streets only)

A preliminary conference may be requested to provide guidance to all parties concerning the general subdivision plan, any special circumstances and conditions, and to formulate the preliminary draft of the developer’s contract when required.

Engineering Plans

Approval of site plan does not constitute an approval for Civil site construction plans as submitted with the site plan package. Two sets of detailed engineering and construction plans, along with both a soft copy and paper 24”X36” folded paper copy of the proposed plat for preliminary review, are to be submitted prior to plat application & approval.

Civil engineering plans associated with the Plat are to be submitted to the Public Works Department for all public facilities including construction of streets within and adjacent to the subdivision, all surface and storm drainage within and across subdivision, water distribution system, water lines associated with fire protection, sanitary sewer system, and any other public improvements required to serve the subdivision. The Developer must pay full cost of all public improvements including streetlights and street name signs and other special provisions as required. **All public improvements should be substantially near completion (as determined by the Public Works Department) before application for the Plat will be accepted for review.**

For any construction work in rights-of-way or public easements, a **Rights-of-Way Permit**, separate from the **Building Construction Permit**, must be applied for. The Rights-of-Way Permit application is issued by the Public Works Department and should be attached to the civil engineering plans. No fee is associated with this permit. Engineering plans with a Right-of-Way Permit must be released by the Public Works Department before any construction begins on public improvements.

Developer’s Contract - (Required Only In Certain Cases)

City Council may grant a variance from any requirement of the subdivision ordinance by including such variance as a provision in a Developer’s Contract.

II. Application & Plat Submittal

Application

A Development Application Form must be completed. Staff Engineer will designate the appropriate time for plat application submittal. Again, all public improvements should be substantially near completion (as determined by the Public Works Department) before application for the Plat will be accepted for review.

See plat application for fee schedule. It is important that one contact person be designated for the Public Works Department to use to convey all information about the plat submittal.

Plat Submittal

Submit items listed on the **Submittal Checklist** on page 2 of the Plat Application. The submittal of the plat will be reviewed for compliance to City Ordinances and referenced to the **Plat/Replat Checklist**. Any comments or changes to be made will be relayed back to the designated contact person listed on the application. If items were not found to be in compliance with listed requirements, there may be another review copy submittal. This will delay your plat from being placed on any upcoming agenda. If all items are in accordance with requirements, a final submittal of the plat will be accepted and proposed dates for presenting to Planning and Zoning Commission will be identified based off the Plat Submittal Calendar. **NOTE:** Re-submittals must include the original staff marked-up drawings where applicable. In some cases, minor adjustments may be conveyed via email.

III. Requirements for Final Submittal of Plat

Official Acceptance Date

The official plat application acceptance date with the City is the date that the plat is in full compliance with provisions of the Final Plat/Replat approval after examination by the Plat Coordinator. At that time, a "Notice to Proceed" letter will be provided stating all items are administratively complete along with the agenda date set to present the plat to the Planning and Zoning Commission.

Final Submittal Consists of:

- PDF of plat with surveyor's stamp affixed (A copy sent by email asap.)
- 1 ACAD file (based on State Plane Coordinates NAD 83 Zone 4202)
- 3 Black line plats with original signatures (24"X36" rolled)
- 1 Mylar with original signatures
- Copy of current official tax certificated showing no taxes are due on the property being platted. (The originals will be needed when you go to record the plat with the county, once it has been approved.)

Submittal Deadlines for Planning & Zoning Commission

See Platting Calendar for set submittal dates and when to expect comments/revisions, if any. Normally the Planning & Zoning Commission meets on the 2nd and 4th Monday of each month. These dates are subject to change from the regularly scheduled dates, such as during summer months and holidays. It is important to verify these dates.

Planning & Zoning Commission Approvals

All plats must be presented to the Planning & Zoning Commission for approval. The subdivision ordinance requires that a representative of the project attend the Planning and Zoning Commission meeting. ***If there is no representative, action on the plat may be postponed.***

IV. Filing a Plat at Dallas County

After Plat has been approved and signed by Planning & Zoning Commission Chairman and City Staff, applicant will be responsible for recording and returning the below requested recorded plat from the County to the City of Farmers Branch within 10 business days.

Filing A Plat At Dallas County Records Will Require:

- 3 plats (Black lines) with original signatures
- 1 plats (Mylar) also with original signatures
- Current Tax Certificates

Contact Information for County Requirements Regarding Tax Certificates

Dallas County Clerk's Office - Telephone 214-653-7099.

Dallas County Tax Assessor's Office - Telephone 214- 653-7888.

Carrollton– Farmers Branch ISD - Telephone 972-968-6106.

V. General Plat Information

Types of Plats

(All plats are subject to the same submission requirements as previously described.)

Final Plat

A final plat is a legal document that describes a tract of land by bearings and distances, locates and defines easements, and dedicates the necessary rights-of-way for streets and alleys. The final plat determines conformance to subdivision regulations, the zoning ordinance, other related codes, City policies, and any contractual obligation through a Developer's Contract. A final plat must have an approved site plan, or a development plan before proceeding with the platting process.

Replat

In addition to those requirements for a final plat, a public hearing is required for a replat.

Guidelines For The Drawing

Plats/Replats shall comply with the following graphic format and general standards:

- Sheet size shall be 24" x 36", black and white drawing on bond paper in landscape view. No blueline copies will be accepted.
- Plat/Replat is clear and legible. Use a variety of line types and line weights. Do not screen information. Indicate plat/replat boundary/limits with heavy/bold line weight. Do not use grey- scale shading. Abandonments may be indicated by stipple or crosshatch shading.
- Permissible scale for plat/replat are engineer scales 1" = 10', 20', 30', 40', or 50'. A 1" = 60' or 100' scale may be used with prior approval. Architectural scales are not acceptable.

Guidelines For The Drawing ...continued

- Title block shall be in the lower, right-hand corner of the plat/replat. The title block shall contain: plat/replat type; project name (subdivision name, lot and block designations); gross acreage; city, county and state name; survey and abstract name; and date of preparation.
- Title for replats shall reference subdivision name and recording information of the plat being revised.
- For nonresidential and multifamily developments, title states lot and block designations.
- For single-family and two-family residential development, title states number of residential lots developed at zoning district standards and number of common open space lots.
- Provide 2" x 4" blank area above title block for county recording stamps.
- Label company name, preparer name, address, and phone number of plat/replat preparer (e.g., surveyor, engineer, etc.) in the vicinity of the title block.
- Label company name, contact name, address, and phone number of current property owner in the vicinity of the title block.
- Orient plat/replat so that north is to the top or left-hand side of sheet.
- Provide north arrow, graphic scale, and written scale in close proximity to each other.
- Provide a vicinity map in the same orientation of plat/replat showing subject property, north arrow, scale (or labeled "not to scale"), and adjacent thoroughfares within a one mile radius of site.
- Point of beginning tied to abstract corner if not previously platted or subdivision corner if platted. Indicate on graphic and/or in legal description.
- For property boundary lines, provide distances (to nearest hundredth of feet) and bearings (to nearest second).
- For property boundary curves, provide curve lengths, curve radii, and chord lengths (to nearest hundredth of feet), and internal angle and chord bearing (to nearest second).
- Provide legend for abbreviations and line types.
- Label boundary monuments as to type and size and whether found or set for all property corners, points of intersection, and points of curvature/tangency.
- If replat, state purpose of revision (e.g., "The purpose of this replat is .").
- Provide the following note: "Notice: Selling a portion of this addition by metes and bounds is a violation of city subdivision ordinance and state platting statutes and is subject to fines and withholding of utilities and building certificates."
- Provide the following note: "Setbacks are set in accordance with current zoning."

Site Information

For the proposed site, provide the following:

- Plat/Replat is consistent with valid plans and plats approved for site.
- Plat/Replat integrates with valid plans and plats approved for adjacent contiguous sites.
- Plat/Replat depicts proposed layout of lots, streets, easements, and rights-of-way (R.O.W.).
- Do not show or label existing or proposed improvements including buildings, landscape areas, parking areas, etc.

Site Information ...continued

- Do not show or label existing or proposed topography.
- Do not show, label, or dimension (width) required landscape edge.
- Show the subdivision boundary in heavy solid line. Label line and curve data to match legal description.
- Show current and proposed property boundaries/lot lines. Label line and curve data. Provide ties and/or intermediate distances as appropriate.
- Label proposed lot and block designations.
- Label lot area for each lot in acres and square feet for non-single-family residential development. For single-family residential development, label lot area in square feet only.
- Show and label existing easements. Provide line and curve data for easement boundaries and tie down easements. Provide recording information. If all or portion of an existing easement is to be abandoned, label "To be abandoned by this plat."
- Show and label easements for Public water, sanitary sewer, and storm sewer utilities. Provide line and curve data for easement boundaries and tie down easements.
- Show and label floodway and drainage easements including access and maintenance easements. Provide line and curve data for easement boundaries and tie down easements.
- For lots adjacent to or containing floodway and drainage easements, label minimum finish floor elevation.
- Show and label storm water quality easements for structural and nonstructural storm water controls/best management practices. Provide line and curve data for easement boundaries and tie down easements.
- Show and label wall maintenance easements for required screening walls. Provide line and curve data for easement boundaries and tie down easements.
- For sidewalks not within R.O.W., show and label sidewalk easements. Provide line and curve data for easement boundaries and tie down easements.
- For electrical/communications utilities not within R.O.W., show and label electrical/ communications easements. Provide line and curve data for easement boundaries and tie down easements.
- Show public street and alley R.O.W. Label as existing or proposed. Dimension R.O.W. width. Show street centerline and provide line and curve data.
- Label street names (as approved by City of Farmers Branch), and show street name breaks with a diamond shape.
- Show and label corner clip R.O.W. dedications. Provide line and curve data for dedications.
- Show, label, and provide line and curve boundary data for park land dedications. Label area of dedications.

Adjacent Property Information

For properties contiguous to the site and for properties across R.O.W. contiguous to the site, provide the following information within 50 feet of the site boundary and 50 feet of R.O.W. contiguous to the site boundary:

- Show and label properties. For platted properties, show lot lines and label subdivision name, lot and block designation, and plat record information for each lot. For unplatted properties, show parcel lines and label record owner and deed record information for each parcel.
- Do not show or label existing or proposed improvements including buildings, utilities, landscape areas, and parking areas.
- Show all easements. Label as existing or proposed. If existing, provide recording information.
- Show public street and alley R.O.W. Label as existing or proposed. Dimension R.O.W. width and show center lines.
- Label street names.
- Show and label city limit lines, county limit lines, and/or survey (abstract) lines.

Legal Description & Plat/Replat Language

Provide legal description of the land including the following:

- Name of record owner and corresponding deed reference.
- Name of survey, abstract, county, and state.
- Metes and bounds legal description for subdivision boundary. Calls and monumentation match plat/replat graphic.
- Total area of the plat/replat in acres and square feet.

Provide standard City of Farmers Branch plat/replat language for the following (available online):

- General owner's certificate and dedication language.
- Owner signature block and notary block for owner signature.
- Certificate of approval language with signature block and notary block.
- Surveyor certificate language with signature block.
- Specific dedication language for access, visibility access maintenance (VAM), and/or floodway and drainage easements.

Other

- If public utilities have not been constructed and accepted, provide subdivision improvement agreement and associated surety.
- Submit a list of proposed street names to the Fire Department. Street names must be approved prior to plat/replat approval.
- For offsite easement and/or R.O.W. dedication (as approved by the City Engineer), provide field notes and other documents necessary for dedication or conveyance.
- Closure sheet showing the difference between the beginning coordinate and the ending coordinate in the legal description. The closure sheet should include the coordinate geometry (COGO) data for all of the calls as well as any error of closure. Provide the error of closure to no more than six decimal places. Typical error should be between 0.00 to 0.02 feet.
- For residential plats/replats proposing common open space lots and/or common property improvements, provide homeowners association (HOA) conditions, covenants, and restrictions (CCR) for review by the City of Farmers Branch attorneys.

Tips For Text

- When applicable provide flood plain statement, dedication of open space/park areas and lien-holder's concurrence certificate with signature and notary lines.
- When replatting an existing plat, it is preferred that the new plat is given a new name.
- Title block example:

Final Plat

MIDWAY ALPHA RETAIL CENTER ADDITION

Lots 1, 2, and 3, Block A

(acreage and square footage)

Being a replat of

Lot 2, Block A, Prairie Crossing

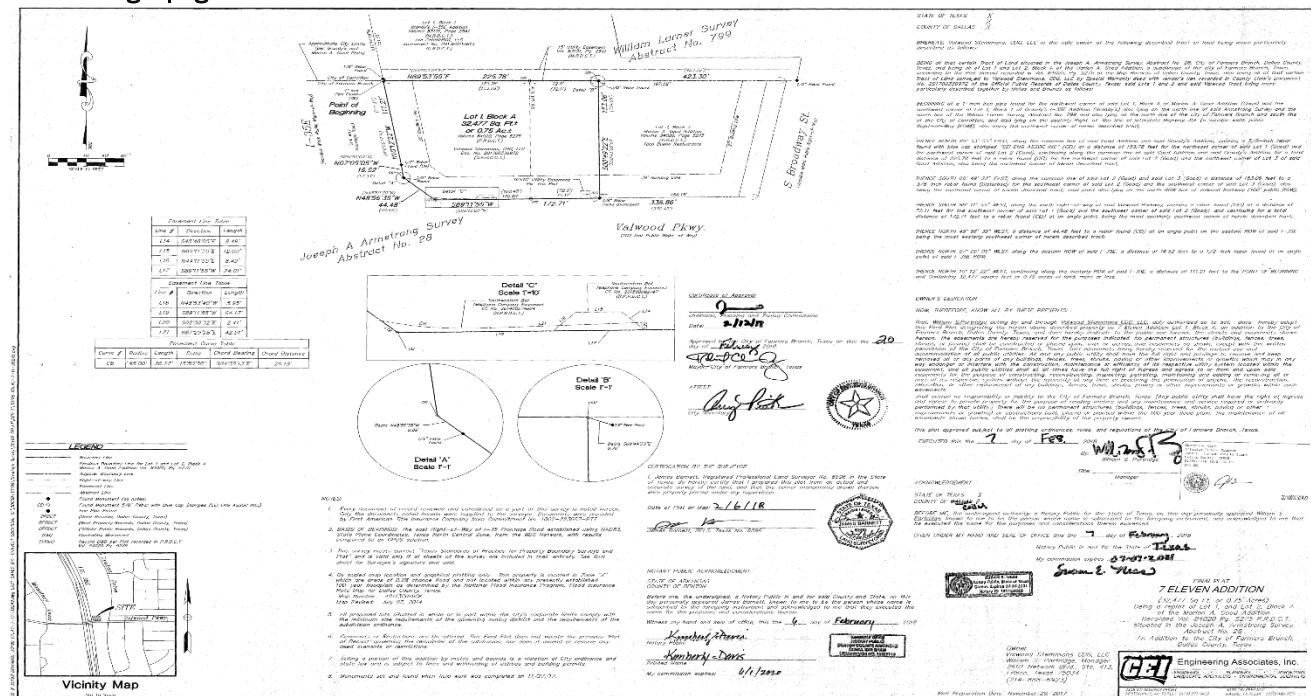
Record No. 200503534630

An addition to the City of Farmers Branch,

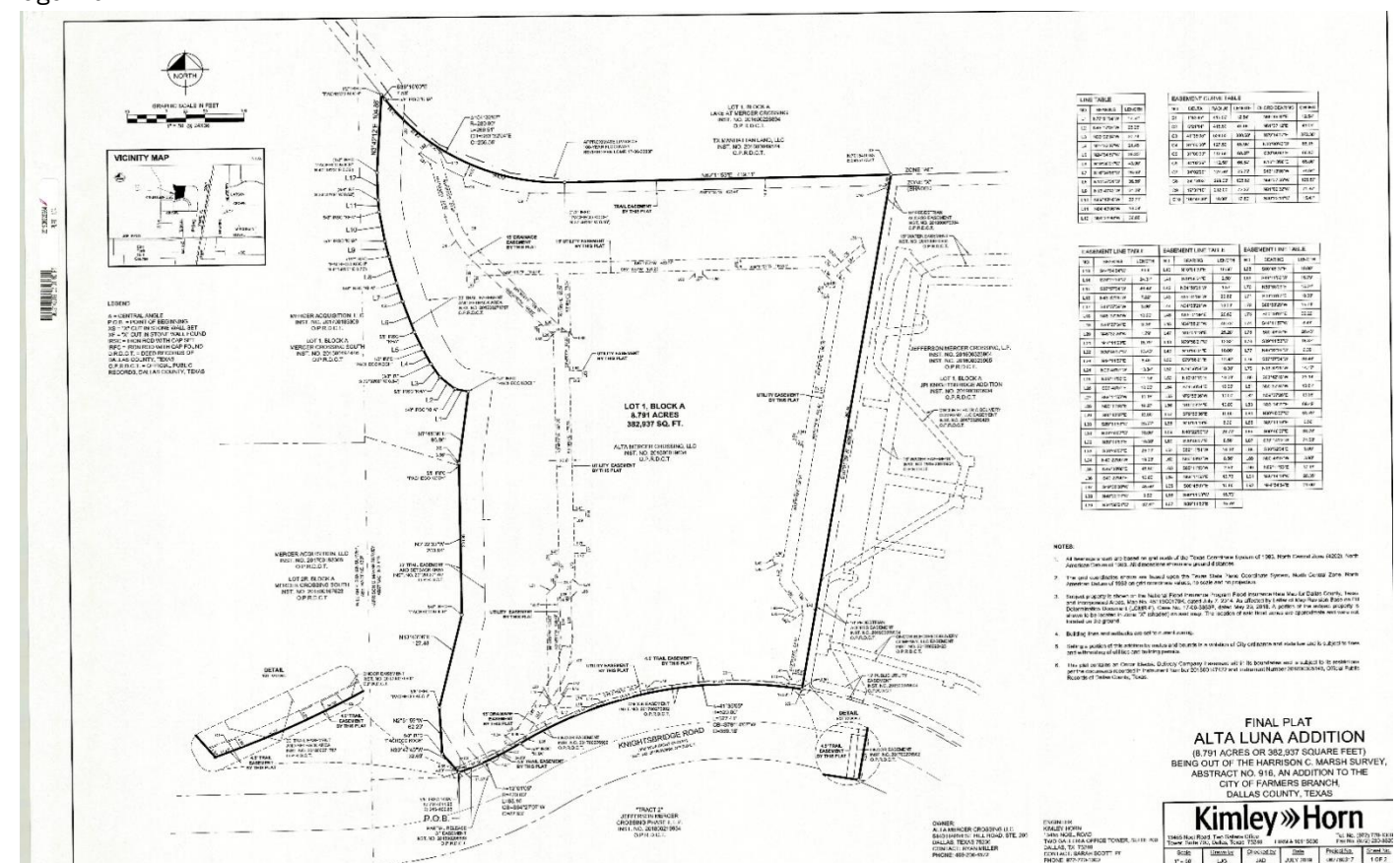
Dallas County, Texas,

Situated in the Noah Good Survey, Abstract No.520

Plat Example:
Plat on single page.

Plat on 2 Pages

Page 1 of 2



Revised 09/03/19

Examples of Text to be Included on Plat

OWNER'S CERTIFICATE

STATE OF TEXAS)
)
COUNTY OF DALLAS)

WHEREAS, _____ is the sole owner of all of the following described tract of land _____ being more particularly described as follows:

---INSERT LEGAL DESCRIPTION OF PROPERTY---

OWNER'S DEDICATION

NOW, THEREFORE, KNOW ALL BY THESE PRESENTS:

That, _____ acting by and through _____

act, does hereby adopt this plat designating the herein above described property as SUBDIVISION NAME, LOTS, BLOCKS, an addition to the City of Farmers Branch, Dallas County, Texas, and does hereby dedicate to the public use forever, the streets and easements shown hereon. The easements are hereby reserved for the purposes indicated. No permanent structures (buildings, fences, trees, shrubs, or paving) shall be constructed or placed upon, over or across said easements as shown, except with the written permission of the City of Farmers Branch, Texas. Said easements being hereby reserved for the mutual use and accommodation of all public utilities. All and any public utility shall have the full right and privilege to remove and keep removed all or any parts of any buildings, fences, trees, shrubs, paving or other improvements or growths which may in any way endanger or interfere with the construction, maintenance or efficiency of its respective utility system located within the easement, and all public utilities shall at all times have the full right of ingress and egress to or from and upon said easements for the purpose of constructing, reconstructing, inspecting, patrolling, maintaining and adding or removing all or part of its respective system without the necessity at any time of procuring the permission of anyone. The reconstruction, relocation, or other replacement of any buildings, fences, trees, shrubs, paving or other improvements or growths within such easements shall accrue no responsibility or liability to the City of Farmers Branch, Texas. (Any public utility shall have the right of ingress and egress to private property for the purpose of reading meters and any maintenance and service required or ordinarily performed by that utility.) There will be no permanent structures (buildings, fences, trees, shrubs, paving or other improvements or growths) or obstructions built, placed or planted within the 100 year flood plain. The maintenance of all easements shown hereon shall be the responsibility of the property owners.

This plat approved subject to all platting ordinances, rules, and regulations of the City of Farmers Branch, Texas.

EXECUTED this the _____ day of _____, 20____.

Name & Title

ACKNOWLEDGEMENT

STATE OF _____ §
COUNTY OF _____ §

BEFORE ME, the undersigned authority, a Notary Public for the State of _____, on this day personally appeared _____, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same for the purposes and considerations therein expressed.

GIVEN UNDER MY HAND AND SEAL OF OFFICE this the _____ day of _____, 20____

Notary Public
My commission expires: _____

CERTIFICATE OF APPROVAL

Chairman, Planning and Zoning Commission, City of Farmers Branch, Texas

Director of Planning and Zoning

or

Director of Public Works

STATE OF TEXAS)
)
COUNTY OF _____)

NOW, THEREFORE, KNOW ALL BY THESE PRESENTS:

That, _____ being the Lien Holder of the above described property, acting by and through _____, duly authorized so to act, do hereby concur with the provisions of the Owner's Certificate.

EXECUTED this the _____ day of _____, 20____.

By: _____

Title: _____

SUBSCRIBED BEFORE ME, a Notary Public, for the State of Texas, County of _____ on this the _____ day of _____, 20____

Notary Public
My commission expires: _____

FLOOD PLAIN STATEMENT (Included on Plat if applicable)

This plat is approved by the City of Farmers Branch Planning and Zoning Commission and accepted by the Owner, subject to the following conditions which shall be binding upon the owner, his heirs, grantees, successors, and assigns:

The existing water courses, creek with its flood plain traversing within the limits of this addition, will remain as an open area at all times and will be maintained by the owners of the lot or lots that are traversed by or adjacent to the drainage course in (SUBDIVISION NAME). The City of Farmers Branch will not be responsible for any maintenance or operation of said water courses, creek or creeks or for any damage to private property or person that results from the flow of water along said creek, or for the control of erosion in the Flood Plain.

No obstruction to the natural flow of storm water run-off shall be permitted by filling or by construction of any type of dam, building, bridge, fence, walkway or any other structure within 100 Year Flood Plain, as hereinafter defined in (SUBDIVISION NAME), unless approved by the City Engineer. The property owner shall keep the 100 Year Flood Plain traversing or adjacent to his property clean and free of debris, silt, and any substance which would result in unsanitary conditions and the City of Farmers Branch shall have the right of ingress and egress for the purposes of inspection and supervision of maintenance work by the homeowners association and/or the property owner to alleviate any undesirable conditions which may occur.

The natural drainage channels and water courses through (SUBDIVISION NAME), as in the case of all natural channels are subject to storm water overflow and natural bank erosion to an extent which cannot be definitely defined. The City of Farmers Branch shall not be held liable for any damages of any nature resulting from the occurrence of these natural phenomena, nor resulting from the failure of any structure or structures, within the 100 Year Flood Plain.

Buildings adjacent to the flood plain within this subdivision shall be built to minimum floor elevations as required by Flood Plain Administrator.

Marc Bentley, P.E., CFM
Director of Public Works

FOR PROPERTY WITHIN THE LEVY DISTRICT INCLUDE THE FOLLOWING:

Flood Note: The subject tract is located completely in zone "AH" as defined by Flood Insurance Rate Map Community Panel No. (enter panel number) map revised (date), as issued by the Federal Emergency Management Agency. "Zone X" is defined on this map as an area of special flood hazard (100 year flood). Said area is further defined as having flood depths of from 1 to 3 feet (usually areas of ponding). Base flood elevation determined as 430 feet by said map.